

## Proctor Instructions

### Exercise Narrative

After our last City-Wide Exercise, the Planning Committee surveyed NET members to ask which functional areas they would like us to focus on during the next Exercise. Intra-Team radio communications was the most requested. To that end, we hope this exercise will allow NET members to practice radio communications, albeit simulated within the Zoom platform.

To add a new wrinkle to this exercise, the Planning Committee has decided to model a “Day Two” scenario of the disaster. Therefore, the Incident Team Leader (ITL) is encouraged to pre-assign personnel into key ICS positions; however, they may also wait to assign these at the beginning of the exercise. At a minimum, it is recommended that the ITL fill the Planning Chief, SUV Manager, and Scribe positions – whether before or at the onset of the exercise.

### Role of the Proctor

The Proctor in each breakout room is there to facilitate the forward movement of the team’s actions during the exercise. Your role is to act as part evaluator, part coach, and part advisor... all with the intent of maximizing the effectiveness of the exercise for all NETs involved.

Your primary functions should be:

- Using the provided **Proctor Worksheet** (see sample below) to ensure certain actions take place.
- Making gentle suggestions as needed to keep the team from getting bogged down in minor details or from missing key steps during the exercise.
- Making gentle suggestions when you notice a learning opportunity. For example - if you see a 2-member Strike Team about to be deployed to a scenario that obviously requires more personnel.
- Adding additional information and scenarios as the exercise progresses.

As one of primary objectives of the overall exercise is for teams to practice their radio skills, it is vitally important that the Proctor remind the teams that any communication with a “deployed” Strike Team should be a simulated radio conversation – using radio protocols within the Zoom platform.

## Mechanics of the Exercise

### **Prior to the Exercise:**

Via email, the ITL will be given a list of **Current Conditions** that will simulate information/scenarios/challenges/opportunities that have been recently received at their Command Post. One of the ITL's first challenges (along with the Planning Chief) will be to prioritize these so that they can "deploy" Strike Teams in a logical and impactful manner. The ITL will also be given a map of their virtual neighborhood.

Via email, each NET member (excepting the ITLs) will be given a list of **Deployment Results**. This simulates what they will "find" if they have been "deployed" to a specific address/situation in question. Each NET member should have this list of **Deployment Results** on hand during the exercise.

### **During the Exercise:**

The ITL is expected to:

- Assign personnel to key ICS positions, if they have not pre-assigned these beforehand.
- Ensure the scribe properly signs in all team members (and subsequently signs them in and out during "deployments" and returns).
- Working with their Planning Chief, review the list of **Current Conditions** and prioritize which to act upon first.
- Assign NET members to Strike Teams and "deploy" them to their objectives.
- Encourage "deployed" Strike Teams to "radio" back the applicable **Deployment Results** upon reaching their objectives – using radio protocols in the Zoom platform.
- Keep their plans flexible and incorporate any new information received during the course of the exercise.
- Incorporate SUVs as possible to enhance their operations.

It is expected that information requests from PBEM will be transmitted to each team via the radio Sub-Nets. The team ARO will receive these communications and pass on to the ITL. Likewise, it is expected that the ITL may forward information to PBEM via their ARO.

### **After the Exercise:**

Every NET Member, including the Proctor, will be sent a Feedback Form and is encouraged to complete and send to the Planning Committee.

## Exercise Scenario:

Yesterday, May 14<sup>th</sup>, the long-predicted Cascadia Subduction Earthquake struck the Northwest, devastating the entire coastline from Vancouver Island southward to Eureka, California. Massive damage has also occurred throughout the Willamette Valley as well, and your NET team deployed per training and team protocols.

Current conditions are mild and dry, with temperatures in the low 50's, however the weather forecast seen before the earthquake indicated the imminent arrival of typical Spring showers within the next day.

There are no functioning utilities, including electricity, water, gas, and cell service. You have established radio communications with PBEM via the Resource Net.

You have established your command post in a safe area, away from potential hazards that may occur from aftershocks. You are under canopy shelters and have a limited amount of water at your location.

## Sample Proctor Worksheet:

The worksheet that will be provided to you to help monitor/evaluate/guide the exercise will be similar to this:

## Proctor Worksheet

Timeframe	Event / Situation	Expected Actions	Observed Actions																					
9:00 - 9:15	Command Structure Established	Recommend that a minimum of the following positions are filled: Planning Chief SUV Manager ARO	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="3">Notes:</td> </tr> </table>	Yes	No	N/A	_____	_____	_____	Notes:														
Yes	No	N/A																						
_____	_____	_____																						
Notes:																								
9:15 - 9:30	Operational Planning	ITL and Planning Chief review information from Initial Observations & prioritize tasks.  <b><u>Most Urgent - key symptom:</u></b>  6818 Spring Cr Rd - "funny" breathing  159 69th Ave - confusion, bleeding  6855 Spring Cr Rd - tourniquet  T&J Plastics @ 200 68th - confusion	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="3">Notes:</td> </tr> </table>	Yes	No	N/A	_____	_____	_____	Yes	No	N/A	_____	_____	_____	Yes	No	N/A	_____	_____	_____	Notes:		
Yes	No	N/A																						
_____	_____	_____																						
Yes	No	N/A																						
_____	_____	_____																						
Yes	No	N/A																						
_____	_____	_____																						
Notes:																								
9:30 - 9:40	Proctor Inject - Explain to the ITL that the Rabbi of the local synagogue has arrived to the Command Post. He is offering their facilities as a resource.	The ITL should look at current needs: * Do they have housing needs? * Do they have need to locate a morgue? * Do they have need of counseling or mental health services?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="3">Notes:</td> </tr> </table>	Yes	No	N/A	_____	_____	_____	Notes:														
Yes	No	N/A																						
_____	_____	_____																						
Notes:																								